

Community Services and Recreation

DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting December 4, 2012

Meeting was called to order at 5:29p.m.

Attendance:

Present: Lou Criscuolo, Marc Fasano, Kim Karlin, Paul Kottage, Donna Malley, Chris Orris,  
Krista Polinsky.

Absent: Kristen Brandt

Staff: Edward J. Swinkoski, Director of Community Services and Recreation  
Angela Belli-Infante, Secretary

1. Acceptance of Minutes of the meeting held on November 6, 2012:

Lou Criscuolo made a motion to accept the Minutes of November 6<sup>th</sup>, 2012, seconded by Marc Fasano.

2. Correspondence:

Mr. Swinkoski shared with the Commission two pieces of correspondence that he sent out since the last meeting. The first letter was sent to a resident on November 20<sup>th</sup> notifying her that her rights to the food and toy distribution have been revoked based upon her attempt to steal a ream copy paper from the Town Hall Annex Building Conference room following her pickup of Thanksgiving food on November 19<sup>th</sup>. Due to her actions, she has forfeited her right to assistance moving forward which includes (but is not limited to) seasonal community outreach programs, clothing selection, toy selection and Easter basket distribution.

The second piece of correspondence was a letter of thanks sent on November 26<sup>th</sup> to Tricia Knapp from Clintonville Elementary School for the generous donation of \$388.00 that her first grade class collected for the Town Emergency Food Fund following Hurricane Sandy.

3. Old Business:

*Community Services Commission Award:* Chair Donna Malley indicated that the draft of a press release asking residents for their nominations is still being worked on and once drafted, she will email to the Commission for their review.

4. New Business:

*Food distribution resident verification:* Following volunteering at the Thanksgiving food distribution (on 11/19 & Tuesday 11/20), Ms. Malley shared that while residents must show proof of residency, they are not required to fill out an application. Mr. Swinkoski agreed that residents either furnish photo

identification or they are repeat recipients to the program whom Dan Riccio already knows are North Haven residents.

Ms. Karlin complimented on all the large number of activities that she sees the Town is already providing for the residents, but wonders if there are other things that can be done. She had hoped to receive clarification of the role of the commission. Marc Fasano provided a bit of clarification on the commission's role, what they have been successful in already doing, as well as discuss those areas (i.e. community outreach) that more work could be done. A discussion took place among the commission brainstorming possibilities of collaborations or piggybacking events with other community based organizations (i.e. Rotary or PTSA) to run successful events (i.e. wellness events, road race, pancake breakfasts).

*Acknowledgement:* Marc Fasano wanted to share the success a recent event hosted by Greater New Haven Hockey organization (with many North Haven members). This group raised a tremendous amount of supplies and monetary donations to benefit the residents of New Jersey following Hurricane Sandy. Marc shared the great success of this group with the Commission and wanted to acknowledge all of those North Haven residents who donated to this cause.

*Edward J. Swinkoski, Director of Community Services and Recreation*

a. Director's Report

Community Services:

*Energy Assistance:* Mr. Swinkoski reported that since the start of the energy assistance season on Wednesday, September 19<sup>th</sup>, 181 applications have been completed to date, which is on target with the same number of applications completed at this time last year. Appointments for North Haven residents are available on Wednesdays (1-4pm) and Thursdays (9am-12pm) in the Community Services office. Mr. Swinkoski mentioned that a new appointment schedule is being explored for next year which may entail conducting intensive appointments for a handful of weeks at the start of the energy season rather than isolated days throughout the entire season.

*Monetary Donations to Food Bank:* Mr. Swinkoski reported that \$388.00 was donated by Clintonville Elementary School for the Town Emergency Food Fund in November 2012. Additionally Community Services received \$600.00 from resident Suk Kuen Chan, \$200.00 from Sons & Daughters of Italy, \$210.00 from resident Elaine LaVelle, \$25.00 from residents Ann and John Roach, \$25.00 from Skyway Roofing, \$60.00 from Mikki Zumbo (Mystic Chapter #20 OES).

*Food Donations:* Mr. Swinkoski reported that 18 bags/ 25 boxes of food donated in November 2012.

*Food Disbursements:* 243 meals were distributed (27 = people) in November 2012.

*2012 Holiday Season of Giving:*

Thanksgiving food distribution took place November 19<sup>th</sup> and 20<sup>th</sup>. 48 families received Thanksgiving food. Holiday food distribution will take place December 19<sup>th</sup> and December 20<sup>th</sup> from 1-4pm. Community Services began accepting sign ups today. 50 families are anticipated.

Toy selection appointments will run all week from Monday 12/17 through Friday 12/21 from 9am-4pm. Appointments will be available in 30 minute increments. As of the meeting, Mr. Swinkoski reported that 16 families have already signed up. 45-50 families are anticipated.

The Toy Selection Program is intended for income eligible North Haven families with children ages 18 and under, with a limit set at 4 gifts maximum per child. Mr. Swinkoski reminded the commission that families must present proof of residency and complete a one page application upon arrival.

It was discussed among the commission that the same procedure should be applied for food distribution applicants. Thus for the holiday food distribution, those families receiving assistance will also be asked to present proof of residency and complete a one page application upon arrival.

*Reverse 9-1-1 alert:* As a follow up to the discussion at the last meeting regarding the Town's use of the reverse 9-1-1 alert system to keep residents informed, Mr. Swinkoski shared with the commission that the link ([www.ct.gov/ctalert](http://www.ct.gov/ctalert)) had already been posted under the Announcements section on the homepage of the Town website where residents can register to be added to this list. Ms. Riccio had also emailed this information to the commissioners not too long following the November meeting.

*Term expiration:* Chair Donna Malley announced that Commissioner Krista Polinsky's term expires at the end of the month and she has chosen to join the Substance Abuse Action Council (SAAC). Donna wished Krista luck as she moves into new role.

#### b. Finance Report

Mr. Swinkoski distributed budget reports for (ending November 30, 2012) to the Commission for their review and welcomed any questions.

<i>Community Services:</i>	2012 YTD snapshot of Community Services expenditures: 40.5% of budget expended YTD.
<i>Welfare:</i>	2012 YTD snapshot of Welfare expenditures: 20.7% of budget expended YTD.
<i>Senior Center:</i>	2012 YTD snapshot of Senior Center expenditures: 43.2% of budget expended YTD.

Mr. Swinkoski commented that as they move into creating the new Budget for 2013-2014, he would like to see a separate account line be added in the Community Services budget for expenses associated with Storm assistance, in order for better tracking. Based upon the most recent storms certain purchases of supplies (i.e. food, cots, pillows) were being tracked in various places (including Senior Center). Ultimately Mr. Swinkoski would like to see these all recorded in one account line.

Additionally, reports of the Daycare, Emergency Fund (Fund 204) and the Outreach Fund (ending November 30, 2012) were also distributed to the Commission for their review.

#### 5. Public Comment:

None.

#### 6. Adjournment:

Marc Fasano asked for a Motion to Adjourn, seconded by Paul Cottage. The meeting was adjourned at 5:56p.m. The next meeting will take place on Tuesday, February 5<sup>th</sup>.